

[Updated May 2021]

Confidential Data and Information Management Policy

Purpose: to protect the privacy of employees, members, donors, nature center visitors, program attendees, and purchasers as appropriate.

Policy

Any personal information collected by PEEC is confidential and will never be shared outside the organization with the exception of financial contributors listed in our annual report or reported to the IRS in official tax documents. Donors and members may choose to be anonymous.

PEEC may use publicly available sources of personal information, such as phone directories and information publicly available on the Internet or information available to be purchased from organizations that provide this type of service.

PEEC's online financial transactions are secured by payment processors that protect privacy through industry-standard encryption, authentication, and verification processes. All financial transactions are transmitted on SSL-secured connections.

PEEC uses a nonprofit-focused Constituent Relationship Management (CRM) database to keep electronic records of membership, donations, and participation in activities. All data are password-protected with 2-factor authentication, and in compliance with industry standards for security.

PEEC stores photos, including photos of people at events, on local servers and in the cloud. Attendees of public events such as Earth Day waive their right to photographic consent; participants or parents of participants in PEEC programs must give their consent to be photographed or to have their child photographed.

Confidential information is available only to the PEEC Executive Director or persons authorized by the Executive Director. Electronic records are kept on password-protected computers and secure online databases. At the time of disposal, all printed confidential material will be shredded.

Before any person is given access to confidential information they are required to sign the PEEC Confidentiality Agreement

PEEC Confidentiality Agreement

- I understand that I have access to confidential information in verbal, electronic or written form, relating to program participants, members, donors, volunteers, staff, or the organization.
- I agree that I will hold all such information in confidence and discuss this information only so far as necessary to perform my duties.
- I understand I am likely to see people I know in the database. I will not discuss the information PEEC has about them, or mention PEEC's database.
- I will not share PEEC's constituent information with other organizations or use it to contact people for any reason outside my work for PEEC.
- I will not forward confidential emails to anyone else.
- I will not discuss confidential information after I have left my position at PEEC.

Printed Name:

Signature:

Date: